

## **Opening a New Food Establishment in Amherst**

Opening a new food establishment is exciting! The Health Department has developed a guide to help new restaurateurs navigate the process involved. To save time, most of these steps should be completed simultaneously.

**Step 1:** Fill out the Common Victualler License application (<http://www.amherstma.gov/DocumentView.aspx?DID=92>) and return the application and a License Attestation Form to the Select Board Office, 4 Boltwood Avenue, Amherst, MA 01002

**Step 2:** Contact the Inspections Department (<http://www.amherstma.gov/index.aspx?NID=231>) in order to determine if the proposal meets the required local zoning bylaws. A Special Permit may be required from the Zoning Board of Appeals or a Site Plan Review approval may be required from the Planning Board. Building, Fire, Electrical, Plumbing and Gas Permits are often required for work associated with opening a restaurant.

**Step 3:** Complete the application for a New Food Establishment and submit to the Health Department. ( <http://www.amherstma.gov/index.aspx?NID=65>)

ADDITIONAL ITEMS NEEDED:

### **Food Safety Manager Certification**

Effective October 1, 2001, the Massachusetts Food Establishment Regulation, 105 CMR 590.003(A) (2) requires food establishments to have a least one person-in-charge (PIC) who is a certified food protection manager. This person must be at least eighteen years of age and be a full-time equivalent on-site manager or supervisor. When the certified PIC is unavailable during operating hours, an alternate PIC must be assigned. The alternate PIC does not require certification; however, this individual must be knowledgeable in food safety, food borne illness prevention and corrective actions.

### **Serve Safe Training**

These organizations offer ongoing training sessions on food safety.

Greenfield Community College  
Office of Workforce Development  
Greenfield and Northampton workshop sites  
Contact: (413)-775-1607  
[bair@gcc.mass.edu](mailto:bair@gcc.mass.edu)

New England Food Safety  
P.O. Box 513, Greenfield MA 01302.  
[www.newenglandfoodsafety.org](http://www.newenglandfoodsafety.org).

Rehabilitative Resources, Inc.  
1 Picker Road Sturbridge, MA  
Contact: (508)-347-8181 x 103  
[jcutting@rehabresourcesinc.org](mailto:jcutting@rehabresourcesinc.org)

[www.rehabresourcesinc.org](http://www.rehabresourcesinc.org)

Wheelwright Consultants  
Contact: (413)-774-2786 or  
[www.wheelwrightconsultants.com](http://www.wheelwrightconsultants.com)

### **Anti-choking Certification**

105 CMR 590.009(E) requires all food service establishments containing twenty-five (25) seats or more to have a person certified in emergency choking treatment procedures on premises where food is being sold.

### **Trainings**

American Heart Association  
[www.americanheart.org/cpr](http://www.americanheart.org/cpr)

American Red Cross  
[www.redcross.org](http://www.redcross.org)

### **Plan Review**

The plan review is an integral part of a new food establishment application. The plan review includes restaurant layout, including but not limited to, the kitchen design, cut sheets of the restaurant equipment showing certification by National Sanitary Foundation (NSF), management plan, menu, Hazard Analysis Critical Control Point (HACCP) plan (if needed), and location and method of disposal of grease traps. The plan review must be submitted before the work is started and should focus on the source and quantity of foods to be served along with the preparation and post-preparation operations and proposed storage practices.

### **Fire Department Inspection**

Contact the Fire Department (<http://www.amherstma.gov/index.aspx?nid=124>) to schedule an inspection for ventilation hood etc.

### **Pre-operation Inspections**

The Health Department will conduct (a minimum) of two pre-operational inspections before issuing a "Permit to Operate." During the first inspection, the Inspector(s) will walk through the facility to confirm it was built and equipped in accordance with the approved plan. Prior to opening, a second inspection is conducted to verify all equipment is operational and meets the standards as outlined in Federal, State, and Local Regulations.

### **Final Approval**

The restaurant will be ready to operate once it has been approved, inspected, and necessary permits have been issued by Amherst Inspections, Fire, and Health Department.